

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

☒ ACTION 05-03
☐ NOTICE

ISSUE DATE: 03/01/2005
DISPOSAL DATE: Ongoing

*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

To: W-2 Agency Directors

From: Bill Clingan /s/
Division Administrator

RE: Annual FTE Staff Positions Supported by W-2 Program Funds

PURPOSE: This memo requires annual reporting of full-time equivalent (FTE) direct and shared services staff and direct, shared, and indirect administration staff supported with funds received through the Wisconsin Works (W-2) and Related Programs Contract during the previous year.

BACKGROUND: The Legislative Audit Bureau, during its current audit of W-2, has recommended that the Department of Workforce Development require provision of this information annually from its providers. The Department will implement the reporting of FTE positions funded with W-2 funds for calendar year 2004 immediately.

POLICY: Direct, shared, and indirect administration staff costs include costs for general administration and coordination of the program, including contract costs and all indirect (overhead) costs. Direct and shared services staff costs are those directly related to providing program services that would be excluded from administrative costs. Detail on these cost categories is found in Administrator's Memo 04-04.

ACTION SUMMARY STATEMENT: The W-2 agency can either complete the attached W-2 Annual FTE Report or attach a payroll-generated report that provides the information requested in the form. The information must be completed by each W-2 contracted agency once a year for the previous year. The 2004 calendar year information shall be submitted to the Regional Office

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

by March 31, 2005. Information for the subsequent years must be submitted to the Regional Office by the last day of February each year.

CONTACT: DWS Regional Offices

Attachment(s): Annual FTE Report